

Manual Inventory Processing:

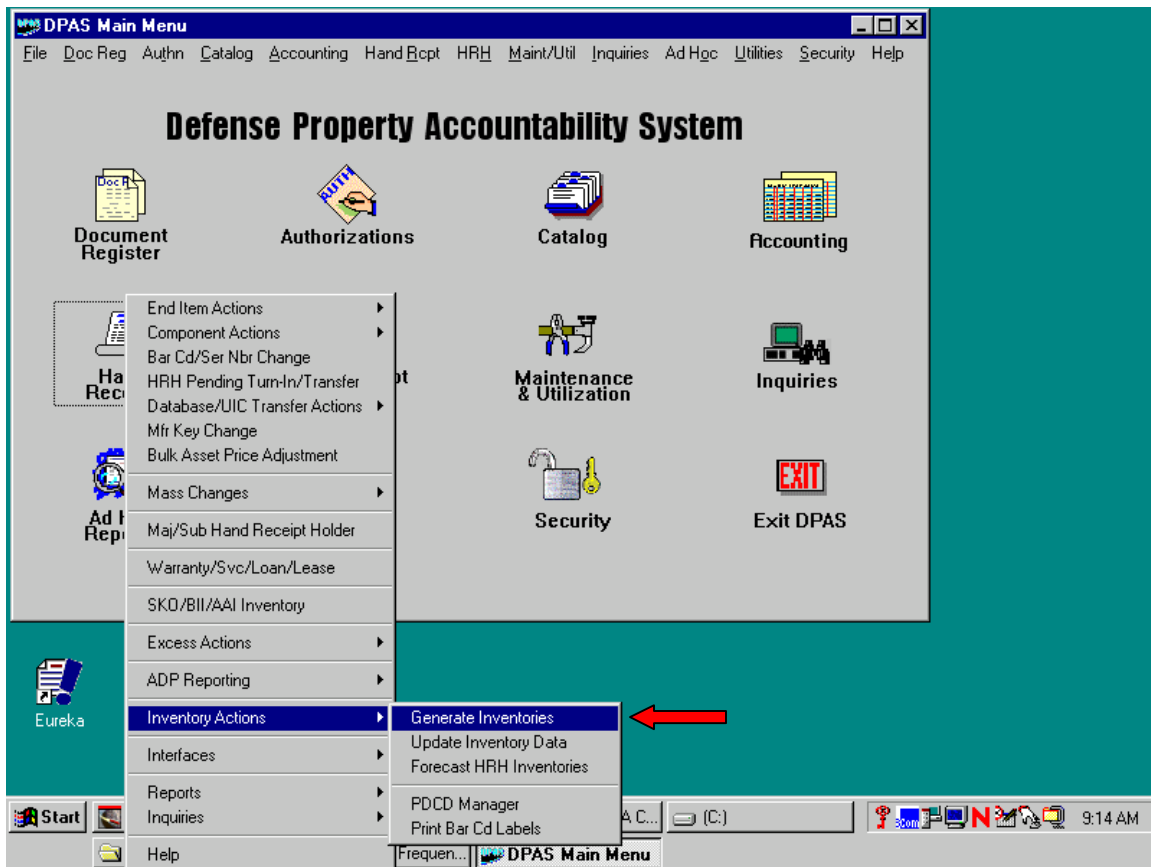
To conduct a manual inventory the Property Manager must first generate an inventory and generate an inventory report. Within the Generate Inventories process, the inventory type is selected and the appropriate assets are initialized with an Inventory List Number. **Initialization** means that an inventory flag has been set for each bar code for the inventory you selected. Once initialized DPAS establishes an Inventory List Number for the inventory, which identifies the inventory and those records, contained in the inventory. The Inventory List Number is displayed on the upper right-hand section of the inventory report header. The inventory report is used to perform the manual inventory.

After the inventory has been taken use the **Manage Inventories** process to update each bar code on the inventory report with the results of the inventory. The Manage Inventory procedures to reconcile a manual inventory are included in the last section of this document.

The various screen shots relevant to the manual inventory processes are included below to illustrate the process.

Generate Inventories

Hand Receipt – Inventory Actions – Generate Inventory:



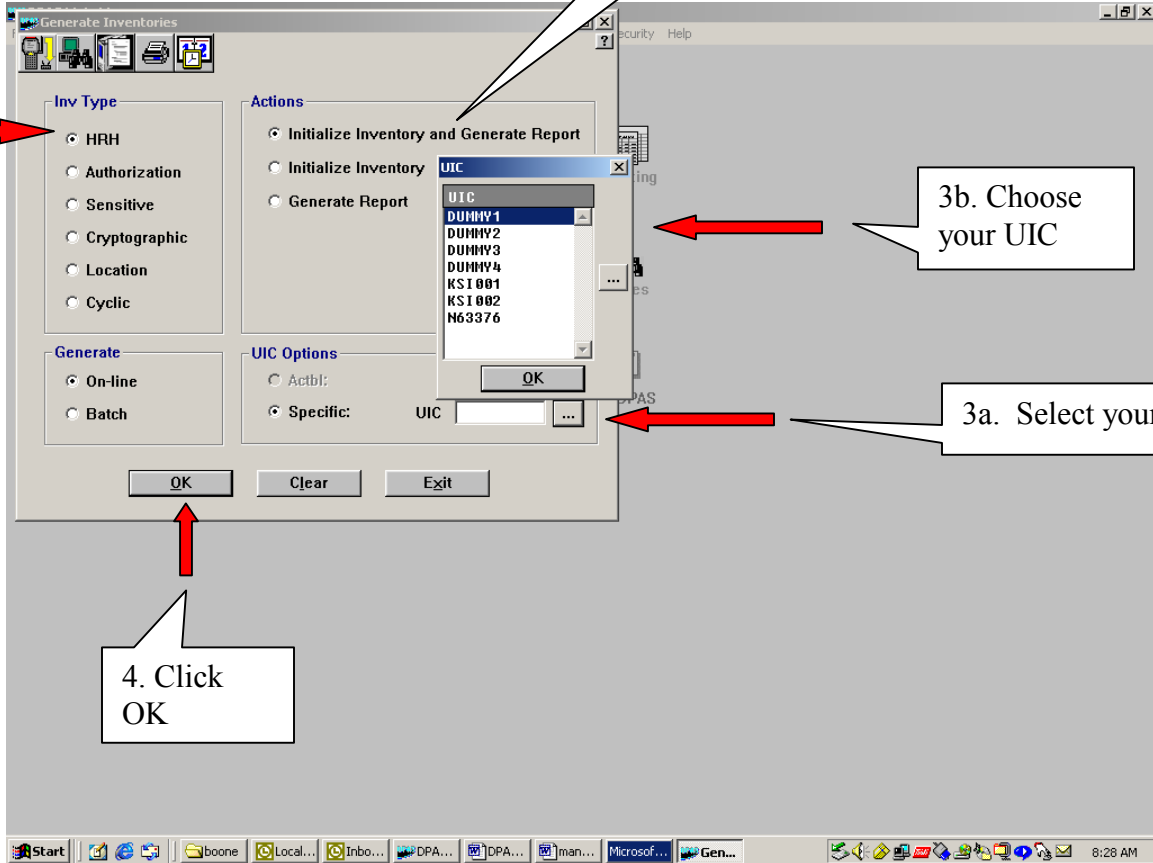
1. Select the Inventory Type. For this inventory we've selected the HRH

2. Select Initialize and Generate Report

3b. Choose your UIC

3a. Select your UIC

4. Click OK



Generate Hand Receipt Inventory

Key Data
UIC: DUMMY1

Actions: Generate Report
Generate: On-line

Sort Sequence

☒ Bar Code
☐ Location
☐ Stock Nbr
☐ Nomenclature
☐ LIN

Options

☐ HRH Range
☐ Include Sub-Hand Receipt (s)

Report Annexes

☐ Sub-Hand Receipt (s)
☐ SKO/BIU/AAI Hand Receipt
☐ SKO/BIU/AAI Excess/Shortage

☒ Expanded Report

HRH Nbr: ...

Sched Cmpltn Dt: Next Inv Due Dt:

Info Submit Cancel Exit

HRH

HRH Nbr UIC
FD DUMMY1
MERIDY DUMMY1

OK

2. Select Expanded Report Format

3. Use select Receipt inventory

Start Novell-delivere... Thomas W Bo... ciconr1 - Citrix ... (C:) Personal 9:15 AM

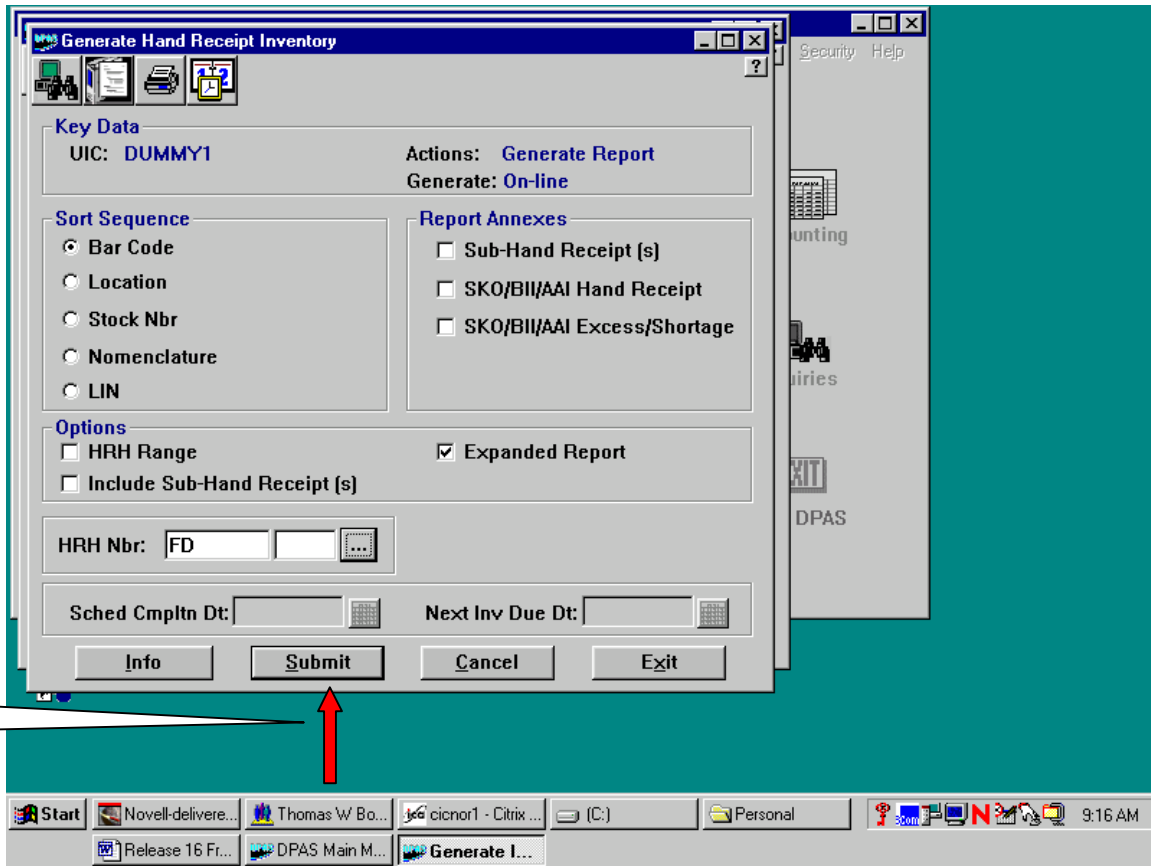
Release 16 Fr... DPAS Main M... Generate I...

2. Select Expanded Report Format

2. Select Expanded Report Format

3. Use this option to select the Hand Receipt Holder to be inventoried.

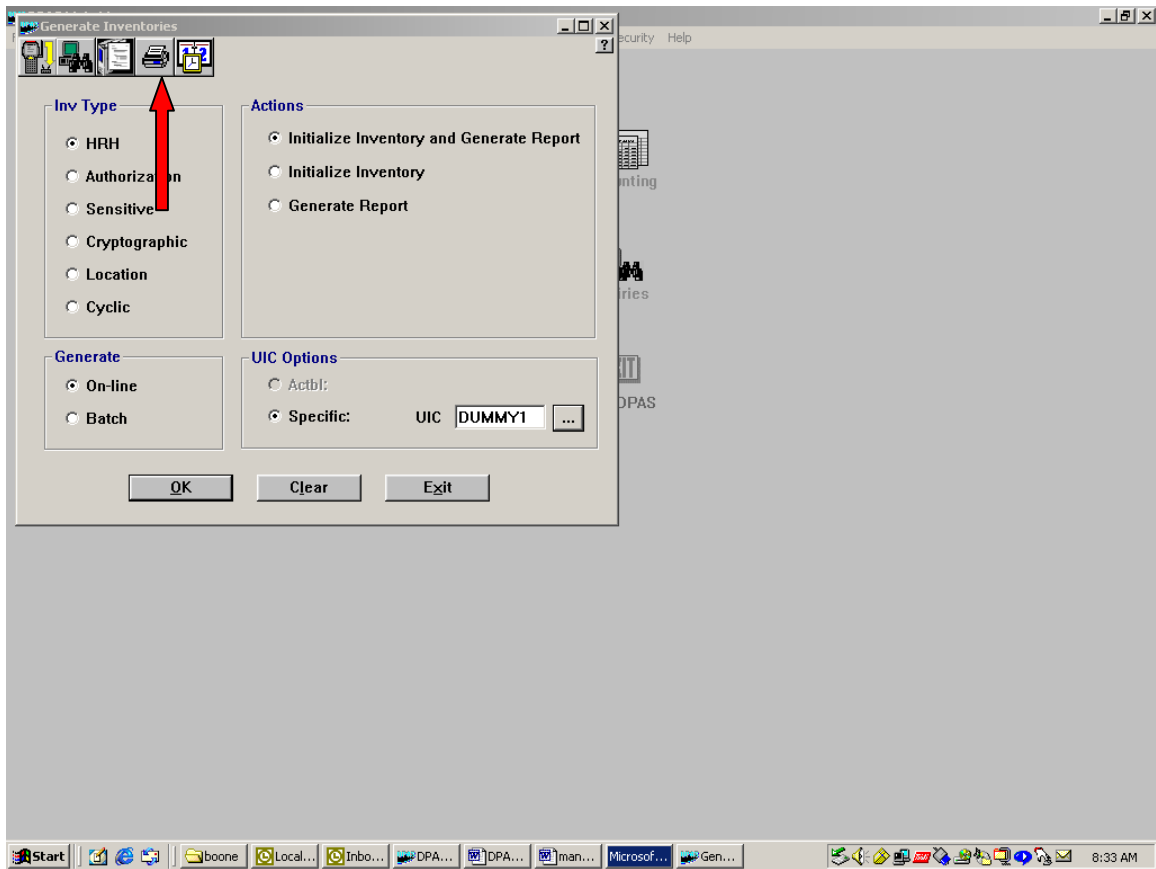
Used to
further define
type of report



The end result of this step is the generation of an Inventory Report and the Initialization of the inventory records. **Initialization** means that an inventory flag has been set for each bar code for the inventory selected. Once initialized DPAS establishes an Inventory List Number for the inventory, which identifies the inventory and those records, contained in the inventory. The Inventory List Number can be found on the Inventory Report. To print the Inventory Report use the next step.

Click Submit. DPAS returns to the following screen.

Click the printer Icon at top of page to print the report.



Print reports.

Reports Menu for Userid: tboone

File Help

Module: **Hand Receipt** Report Type: **All** Sort Order: **Date/Time** Report Status: **Current**

Report Title	Report ID	UIC	Date	Time	Pages
DD1348 TURN-IN/LATERAL TRANSFER FO...	DP9D181R	DUMMY1	12/13/2002	13:26:40:08	00004
EXPANDED HAND RECEIPT INVENTORY R...	DPTK022R	DUMMY1	01/10/2003	09:20:19:49	00002

Double click report title to open in Eureka

Report(s) available: 2

View Print Remote Delete Refresh Exit

Eureka

Start Novell-delivere... Thomas W Bo... ciconor1 - Citrix... (C:) Personal 9:18 AM

Release 16 Fr... DPAS Main M... Generate Inve... Reports Me...

Print Report.

1. Click the arrow/bar key to go to the end of the report.

2. Click the printer icon to print the report

EUREKA:Reporter Viewer - [CRNTP...]

File Edit View Tools Window Help

REPORT: DPTK022R DEFENSE PROPERTY ACCOUNTABILITY SYSTEM DATE: 20030110 TIME: 09:20 PAGE: 1

ACTBL UIC: DUMMY1 EXPANDED HAND RECEIPT INVENTORY REPORT

UIC/ACTIVITY: DUMMY1 GPO1 BAR CODE SEQUENCE INV LIST NBR:

ACTIVITY NAME: CONTROL RECORD FOR BULK BAR CD ASSIGNMENT SCHED CMPLT DT:

RRR NBR: PD

RRR NM: RICK

OFFICE NM: ORD SHOP PHONE NBR: 444-445-4444

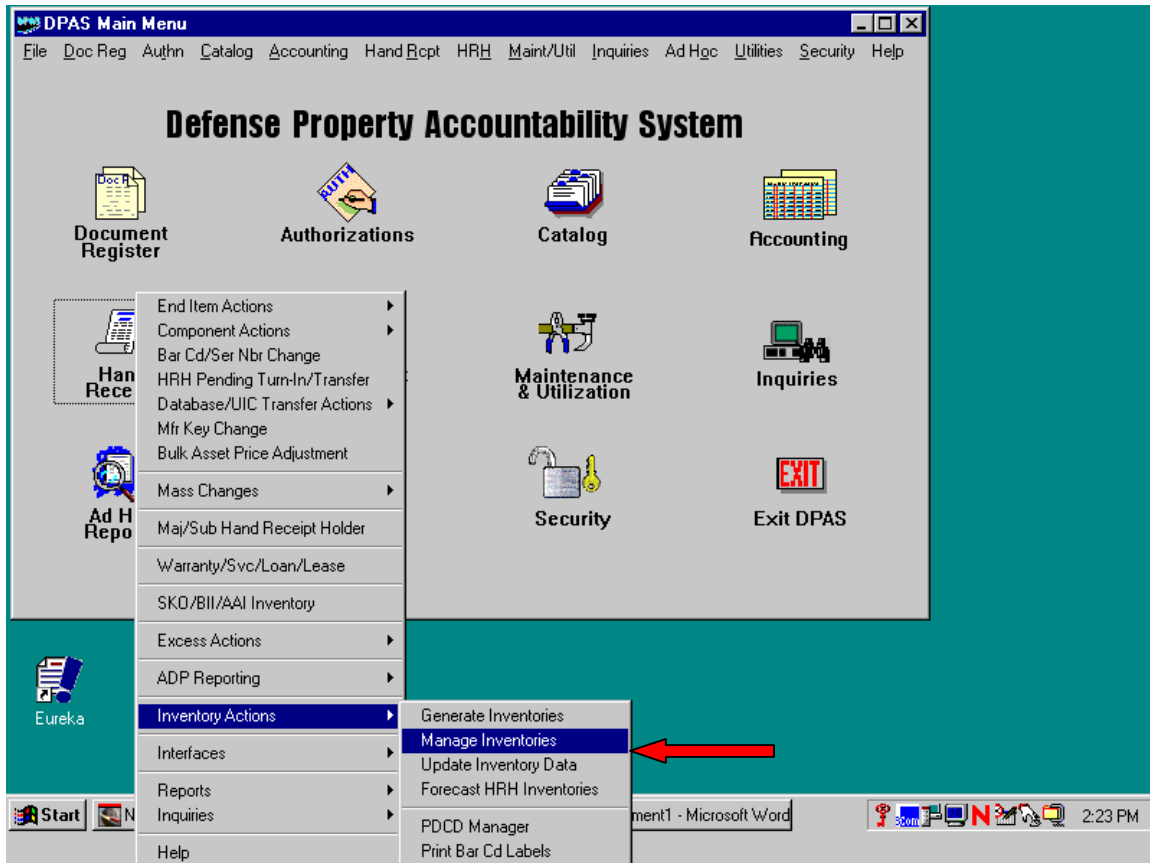
CD	STK NBR	SUB LOC	QTY	UI	LST INV DT	LCL USE	FND	LVL LOSS	A	P	C	C	E
CD	SER NBR	RRR SUB LOC	ACQ CST	IFE NBR	ASST STS CD	CD	CD	CD	S	L	B	C	I
	GNRC NOKEN								S	L	I	I	C
									T	C	C	D	C
DUMMY10057	3600000F002897	UNASSIGNED	1	EA	20021213		99		K		U		T
DPAS	1				114,000.00								
	TRAINER												
MFR YR: 2002	MFR NM: UNASSIGNED				MFR PART NBR:				MFR KEY:				0
456	1430014326135	DPAS	1	EA	20021216		99	01	K		Y	U	K
DPAS	321				5,000.00								
	COMPUTER, DIGITAL												
MFR YR:	MFR NM: HEWLETT-PACKARD CO				MFR PART NBR: 123				MFR KEY:				1
DUMMY10058	3600000F002781	UNASSIGNED	1	EA	20021216		00		K		U		T
DPAS	123456				104,000.00								
	TESTER												
MFR YR: 2002	MFR NM: DPAS TEST				MFR PART NBR: 123				MFR KEY:				1
DPASRICK	5200000F002397	UNASSIGNED	1	EA	20021216		00	01	K		Y	U	T
DPAS	123456				5,000.00								
	METER												
MFR YR:	MFR NM: HEWLETT- PACKARD CO				MFR PART NBR: 4815A				MFR KEY:				1
DUMMY1XXX	9999001210001	UNASSIGNED	1	EA	20021106		99		K		U		T
ORD SHOP	XRAY25				150,000.00								
	AVIATION ORDNANCE TRAINER												

Ready Pg. 1 of 2 NUM

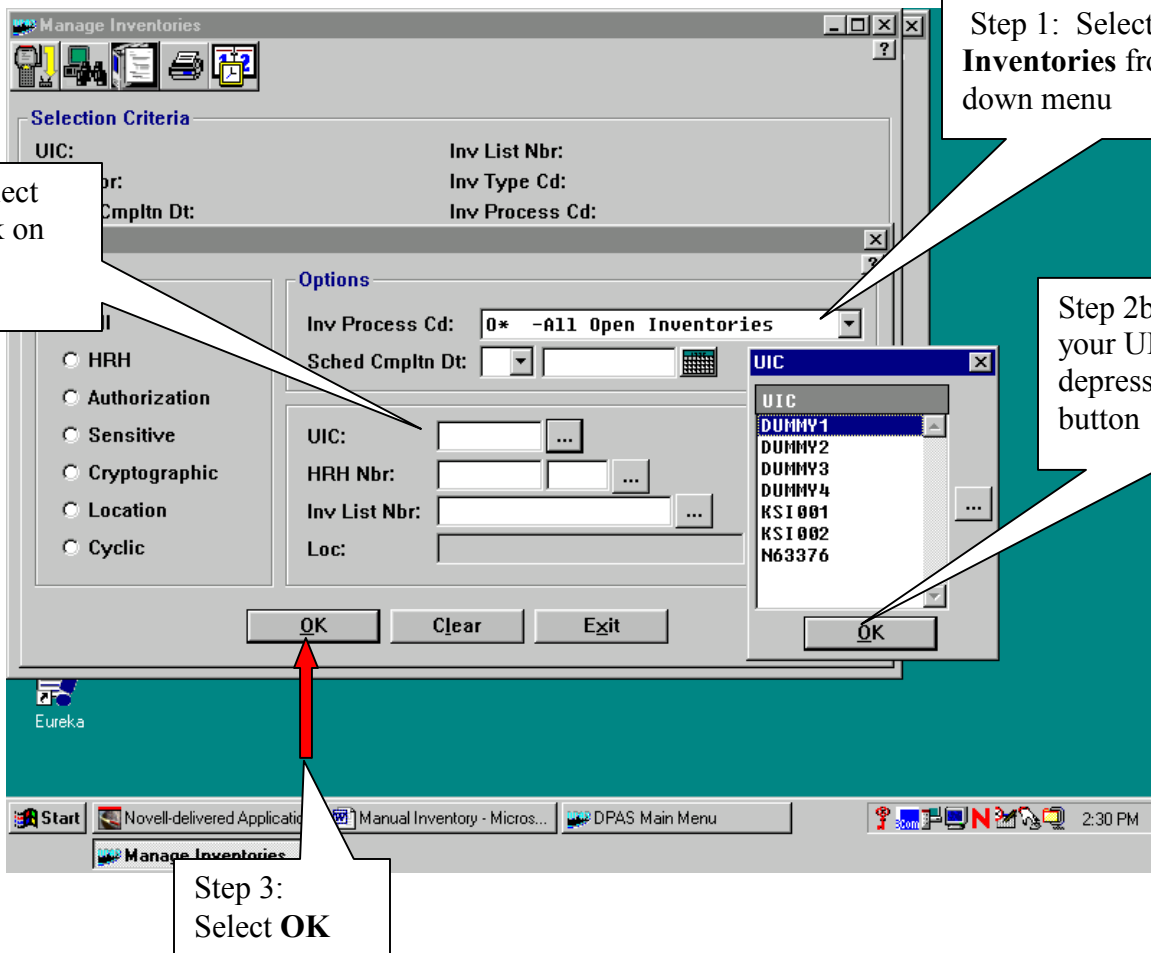
The Inventory Report will be printed and is used to conduct the manual inventory.

Manage Inventories

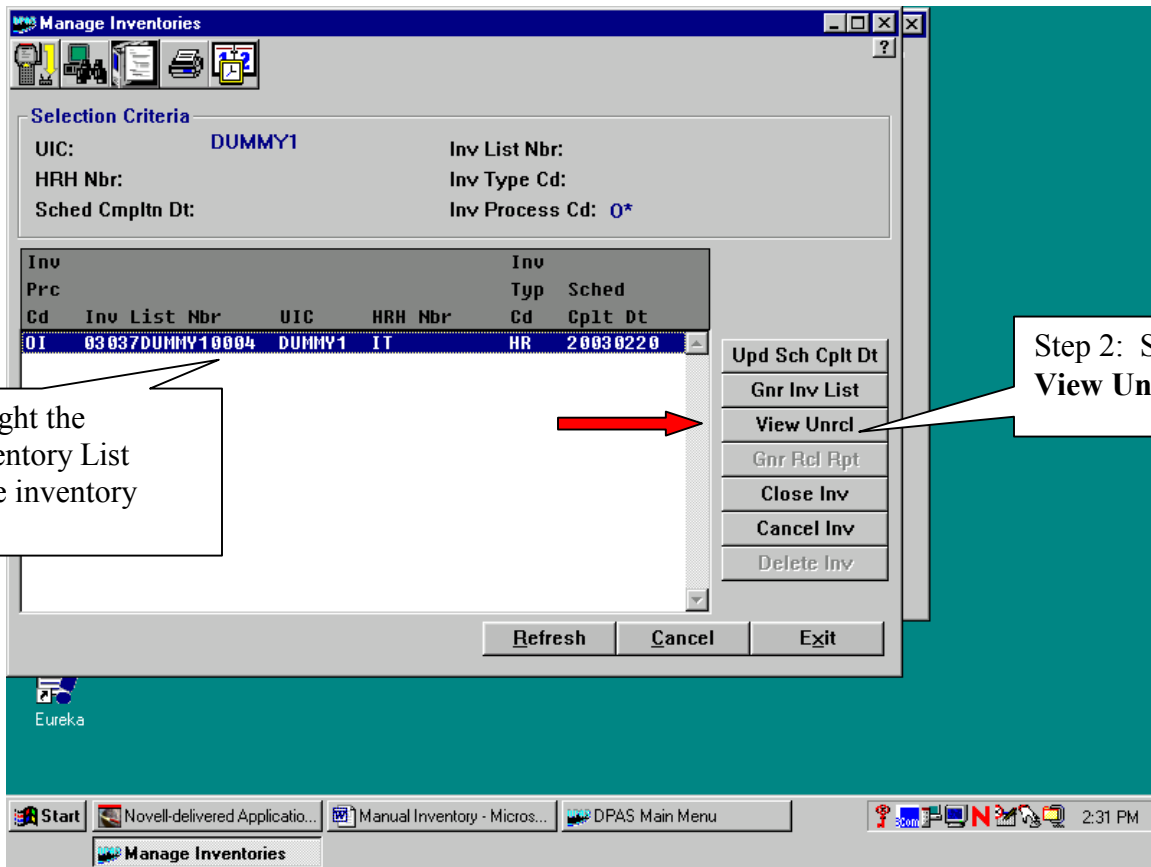
The following steps are used to reconcile a manual inventory after the inventory has been conducted. All processes are done within the Hand Receipt / Inventory Actions module of DPAS.

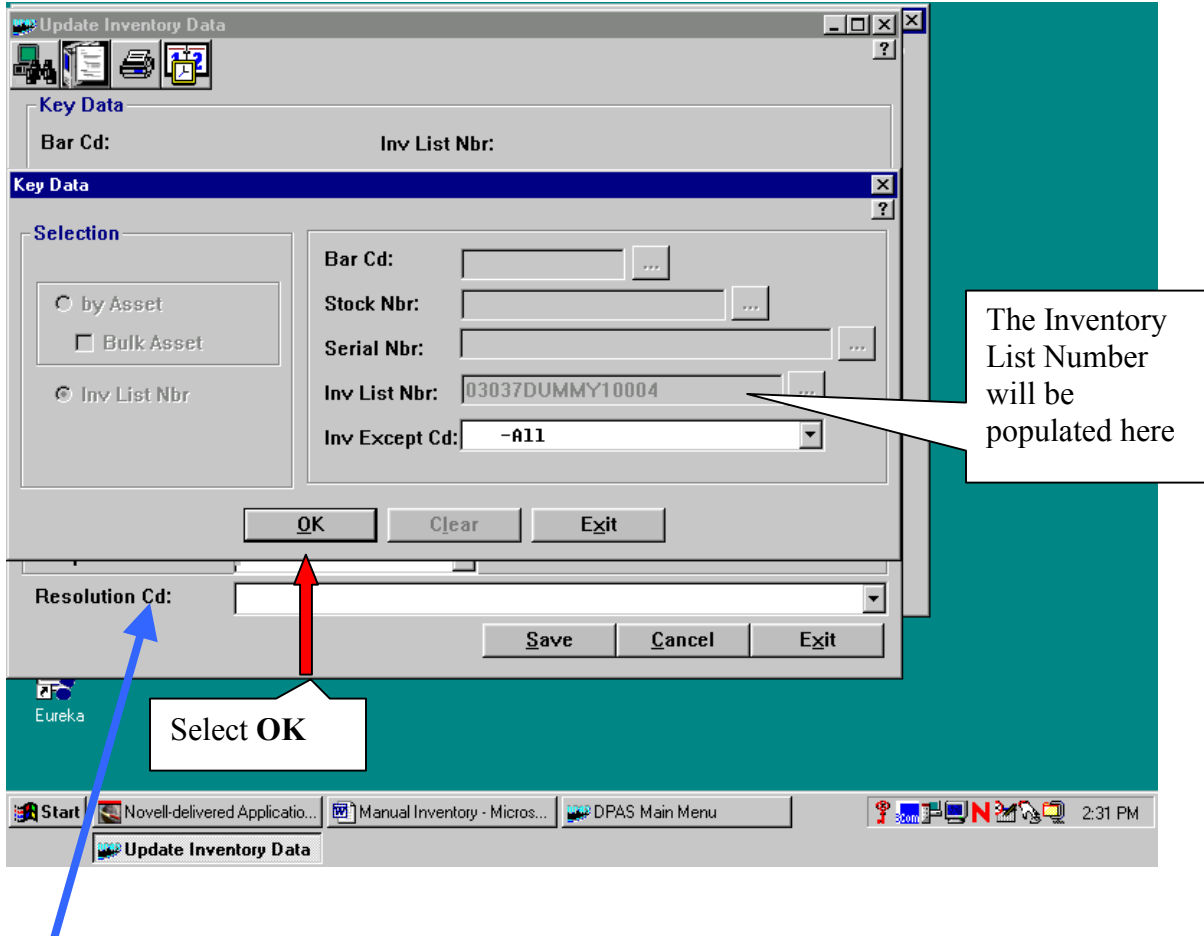


Locate the Inventory List number of the Inventory you conducted.

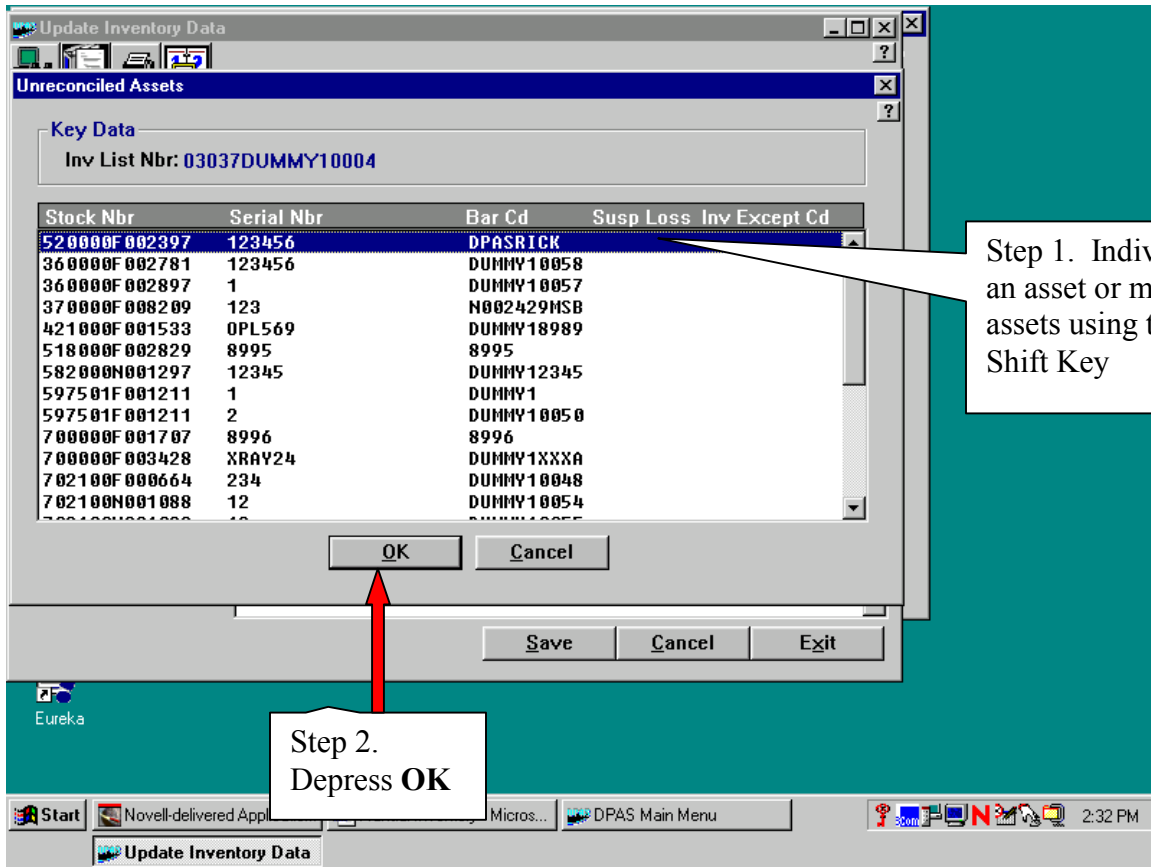


Select the Inventory list number of your Manual Inventory. Note: There maybe more than one Inventory displayed.





Note: The Resolution Code is not applicable when updating an asset on a manual inventory. This code is only used for the Automated Inventory process using Scanners.



Select asset(s) from the list box that are to be updated. Multi-select will change all the assets you *selected* on this list box. To multi-select a **group** click on the first asset and then press the shift key. Then click the last asset in that block. To multi-select **individual items** click on the first asset and then press the Control-key. Then individually select and click on assets that apply.

Update Inventory Data.

The screenshot shows the 'Update Inventory Data' window with the following fields and values:

Key Data	
Bar Cd:	DPASRICK
Inv List Nbr:	03037DUMMY10004
Serial Nbr:	123456
Except Cd:	-All
Stock Nbr:	520000F002397
Inv Desc:	

Qty:	00001	Inv Qty:	1
Loc:	UNASSIGNED	Inv Loc:	UNASSIGNED
Sub Loc:		Inv Sub Loc:	
RFID Tag:		Inv RFID Tag:	
Last Rcl Dt:	20030206	Last Inv Dt:	20030206
Rcl User Id:	TB00NE	Inv User Id:	TB00NE

Suspected Loss Cd:	-N/A
Resolution Cd:	S -Suspected Loss
	I -Internal Investigation
	R -Report of Survey

Buttons: Save, Cancel, Exit

Annotations (Steps):

- Step 1. Modify or update the:
 - Inventory Location
 - Inventory Sub Location
- Step 2. It is important to change the **Last Inventory Date**
- Step 3. Modify the Inv **User ID** if necessary
- Step 4. Select a Suspected Loss Code if applicable to identify items that are lost, missing or stolen

This window above displays data from the asset tables for the items selected in the previous step. The above fields can be updated for an individual or multiple assets. Generally, multiple assets are selected if they have the same Location. Individual assets or multiple assets can be marked as suspected losses here as well.

Step 1.

a. Inv Loc. Enter the Location of the asset. If the Location is not on the Location table this process will add the location and a new location can be created. **(Note: The Inv Loc and Inv Sub Loc fields will over write the location and sub location field on the End Item Serial record.)**

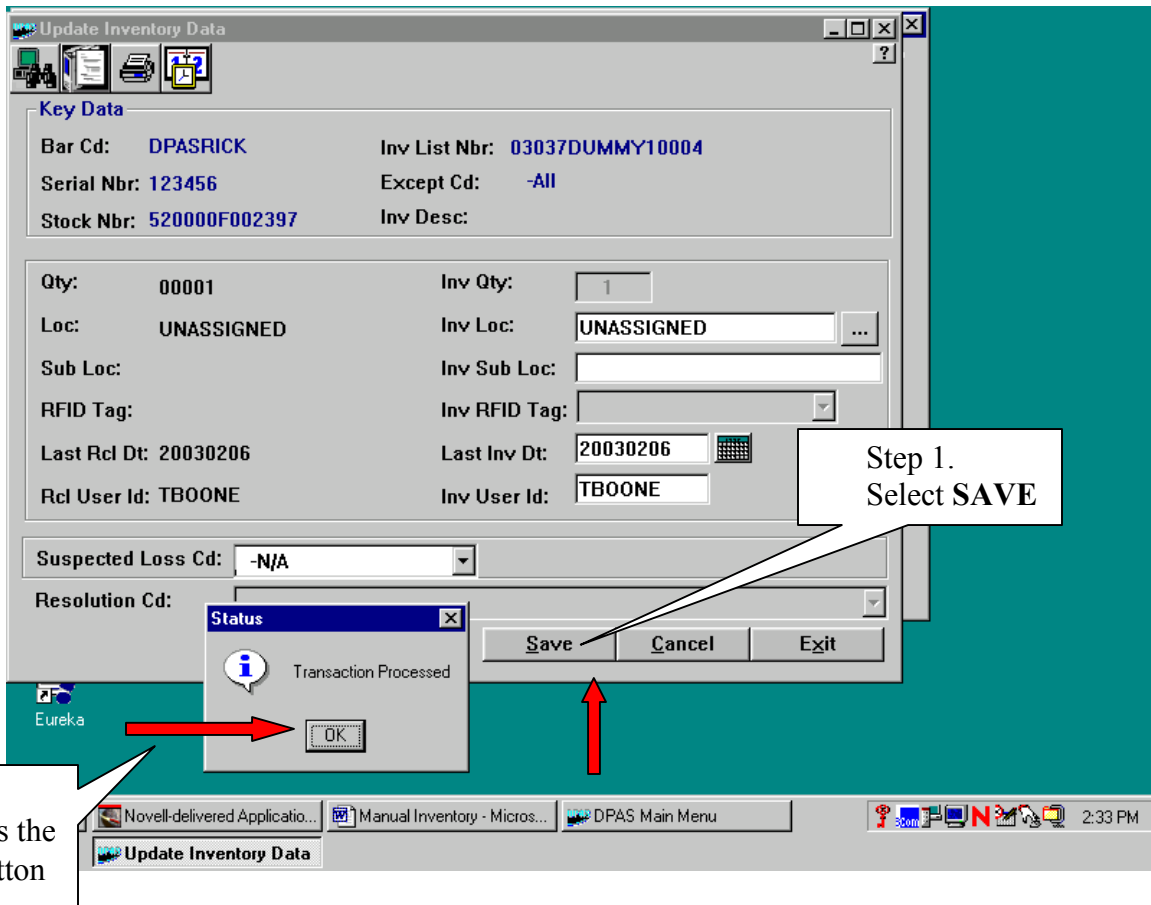
b. Inv Sub Loc. Optional. Free-form field that further describes the location of the asset.

Step 2. **Last Inv Dt.** Required. Cannot be greater than current date. Use the calendar to modify this date.

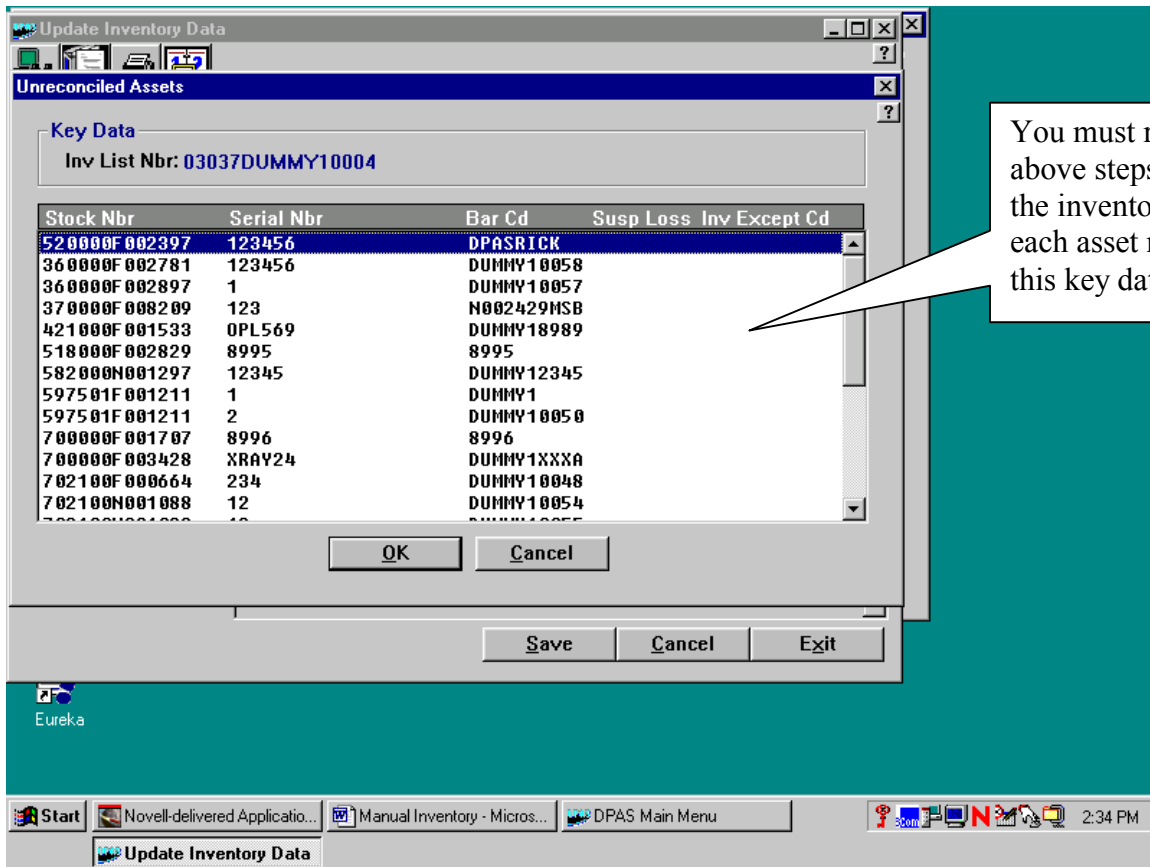
Step 3. **Inv User Id.** Required. Enter the USER ID of the individual conducting the inventory.

Step 4. **Suspected Loss Cd.** If INV QTY and QTY don't match, select correct value from the drop down box. Note: The Resolution Code is not applicable when updating an asset on a manual inventory.

Save the transaction:

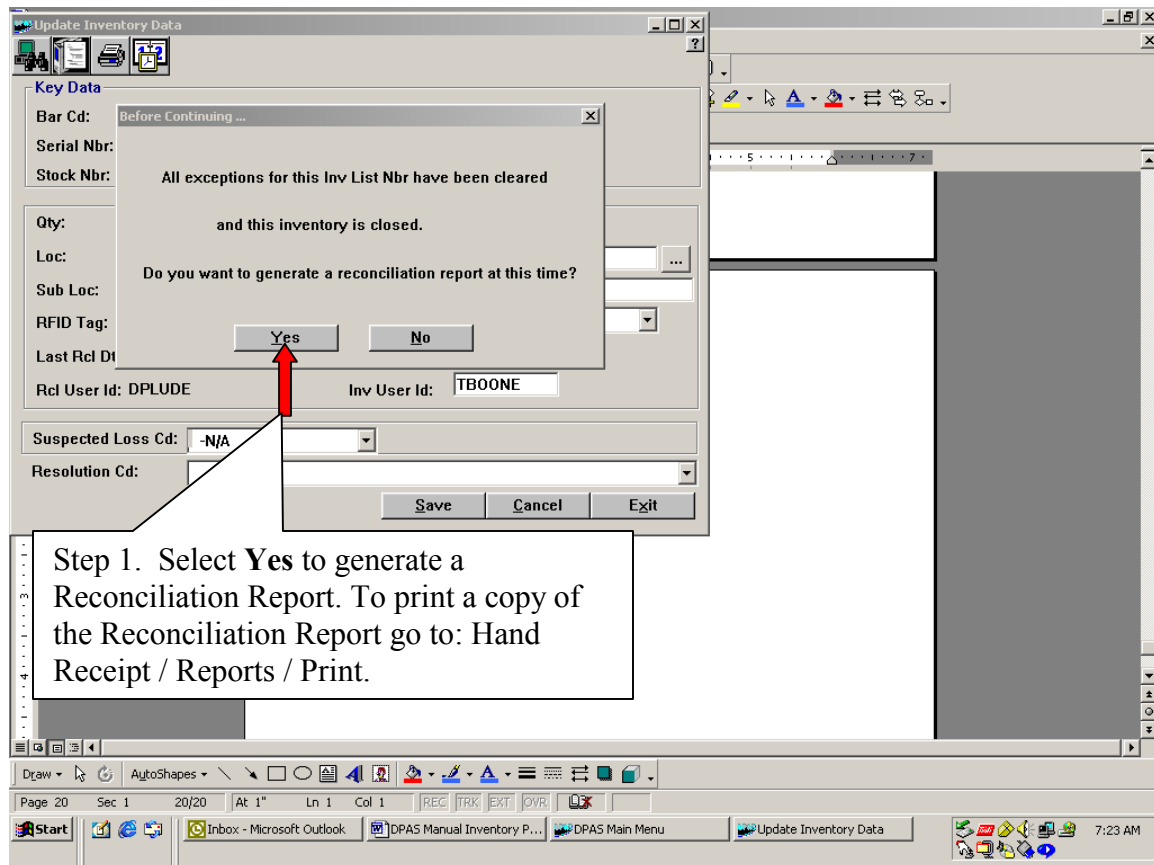


Repeat the process for each asset



Note: Individual records will drop off the list of Unreconciled Assets as they are updated.

When the last item has been updated you will receive a dialog box that tells you “**All exceptions for this inventory list number have been cleared and the inventory is closed.**” This step will change the Inventory Process Code from **OI** (Open Initialized) to **CR** (Closed Reconciled) for the inventory list number. CR will signify that the inventory has been closed and reconciled and can now be Deleted.



This is the last step in the Manual Inventory Reconciliation Process.

